

FAQ for FY2020 DPR

(updated 8/16/19)

1. **Deadline:** Please reference the Department Periodic Reports, 2020 Master List within Central Login for the specific due dates of your Center's DPR. You can access the Master List by going to your Reports and Upload–Region XX role, then selecting the report from the drop down menu under Reports. Please contact Maria Browning at Maria.Browning@ky.gov if you have any submission problems with the DPR or trouble accessing your Master List.

2. **Deleted Forms:** The following forms have been deleted and are not required for FY2020 (* indicates form has been replaced by another for FY2020):
Form 014–Funding Formula Revenue
Form 100– First Episode Psychosis
Form 101–Chrysalis House (Region 15)
*Form 101–ECMH information is now reported on Form 214–ECMH
Form 101–Foster Grandparent Program (Region 8)
Form 101–Haven 4 Change (Region 4)
Form 101–Hope Center (Region 15)
Form 101–Suicide Prevention PES Project (Region 14)
Form 101–Suicide Prevention TES Project (Region 14)
Form 101–PES–Tobacco (Region 10)
*Form 101–Project Link PBFR (region 6)–can now be reported on Form 155C
*Form 101–Project PRIDE PBFR (region 15)–can now be reported on Form 155C
Form 101–Project SAFESPACE
Form 101–Women's Transitional Housing (Region 5)
Form 108–Probation and Parole (regions 6 and 15)
Form 146–Women's Set Aside
Form 147A–PES Tobacco (Region 10)
*Form 201–SGF Client Service Listing (this information is now reported within form 140)

3. **Department Periodic Reports:** Please refer to the DBHDID website to access the most current forms. To access these forms, go to the left navigation bar, click "Community Mental Health Centers" on the right navigation bar click "Department Periodic Reports". For reports and due dates please refer to the Master List in Central Login. Once you are logged in, go to your Reports and Upload–Region XX role. Scroll down to the "Reports" and click on the drop down box and select, "Department Periodic Reports, 2020 Master List".

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A feature in the system includes a different selection of due date format. If a form has multiple due dates, a Due Date dropdown list will appear. Options include Q1 (equivalent to 10/31/19), Q2 (equivalent to 1/31/20), Q3 (equivalent to 4/30/20), Q4 (equivalent to 7/31/20), semi-annual Jan (equivalent to 1/31/20) and semi-annual July (equivalent to 7/31/20) for most forms. **Form 012 will have monthly options depending on the month that the form is due** (i.e. form is due on August 31st for July data, so I would select August from the drop down menu).

Please remember to consult with your Deaf & Hard of Hearing point people on DPR, as well. If you have any questions or experience any submission problems in the system, please contact Maria Browning at Maria.Browning@ky.gov.

4. **Form 012–Financial Statement:** Prepare an Excel workbook/file. Within this file generate two tabs, one for your Balance Sheet and one for your Revenue and Expense Report. ***When you upload this in the system, Form 012 will have monthly options available to select the month the report is due (i.e. the report is due August 31st for July data, so I would select August from the drop down menu).**
5. **Form 014–Funding Formula Revenue:** DPR Form 014 is not required for FY2020.
6. **Form 015–Audited Cost Report:** DPR Form 015 will cover the period of July 1, 2018–June 30, 2019.
7. **Form 016–Unreimbursed Activities:** DPR Form 016 should represent unreimbursed activity from July 1, 2018–June 30, 2019.
8. **Form 110C–Regional Prevention Center:** This DPR form focuses on Regional Prevention Centers (RPC) and is used for Plan & Budget, as well as quarterly reporting requirements. It reflects the budget, quarterly and YTD figures for State General funds, Block Grant funds, PFS2015 funds, and SOR funds used by the RPC for services provided. **Form 110D–RPC Staffing Form** should be submitted quarterly throughout the year and submitted to the Prevention Branch Manager or their designee by email within 30 days of a new hire. Per the contract, the Prevention Manager or their designee must be notified of all new hires prior to an official offer. For questions, clarification or assistance on this form, please contact Paula Brown at Paulab@ky.gov or (502) 782–7384.

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9. **Form 113D–Emergency Implementation Report:** The definition of Children’s Diversion from the Justice System Program is included, language changes to Children’s Diversion from the Justice System Program to reflect definition, and for Emergency Psychiatric Services, the number of admissions to the 23–hour holding bed unit and the state hospital. For information in this form, please contact Christie Penn at Christie.Penn@ky.gov or (502) 782–6183.
10. **Form 113E–Deaf and Hard of Hearing Services:** This DPR form focuses on Deaf and Hard of Hearing Services (DHHS) and is to be submitted semi–annually. Part A can be completed by accounting or data staff. Part B must be completed by the DHHS Point Person. Part C is to be completed by the DHHS specialists at New Vista and Centerstone only. Part D is required only for the DHHS Specialized Case Manager at New Vista. For further clarification or assistance please contact Michelle Niehaus at Michelle.Niehaus@ky.gov or (502) 782–6181.
11. **Form 113H–Early Interventions for First Episode Psychosis iHOPE Project Report Form:** This DPR is due quarterly by Regions 1, 4, 5, 6, 10,11, 13, and 15. It captures information about programming for transition age youth and young adults. The report has become necessary due to specified funding (new) for programs like TAYLRD, iHOPE, and CABHI. Please contact Janice Johnston at (502) 782–6170 with any questions.
12. **Form 117–CMHC Financial Planning and Implementation Report:** Form 117 will be collected for Plan & Budget and quarterly thereafter. Report planned and actual expenditures on form 117 for SMI and SED, by service as indicated by row and by funding source indicated by column headings. Note: DIVERTS funding and MHBG funding is considered “expense reimbursed” for SFY 20 in that you will need to reconcile expenses at the end of the fiscal year and repay funds not expensed according to your approved line item budget. You will continue to receive one–twelfth payments throughout the year as long as you are in compliance with terms outlined in your SFY 20 CMHC contract. For further clarification or assistance please contact Michele Blevins at Michele.Blevins@ky.gov or (502) 782–6150.
13. **Form 131–IMPACT Region–wide RIAC Funds:** This **signed** form is due with Plan & Budget and semi–annually thereafter. Form 131A–IMPACT Region–wide RIAC Funds Instructions includes detailed instructions to complete this form. Please contact Vanessa Brewer at VanessaC.Brewer@ky.gov or (502) 782–0549 for additional assistance.

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14. **Form 140– DID Financial Implementation Report:** Form 140 shall be submitted during Plan and Budget and quarterly thereafter. Instructions for completing form 140 can be found within the Start and Instruction tab of the spreadsheet as the Form 140 Overall Instructions PDF. Information on the form includes restricted and crisis funds combined into a single restricted funding source, a Cumulative Client List sheet for each CMHC to enter a non-duplicative list of who they serve throughout the fiscal year, and to mark the quarter(s) they served them and what services were provided. New for FY2020, the SGF client quarterly listing is within the form so that the separate DPR 201–SGF Client Service Listing is no longer required. For clarification or assistance, please contact Dan Eberhardt at Dan.Eberhardt@ky.gov or for assistance with the form, please contact James Kimble at James.Kimble@ky.gov.
15. **Form 145–PASRR:** The DPR Form 145 reports PASRR expenditures on a quarterly basis and is cumulative for the fiscal year. Instructions for completion are now included on the form. For any additional assistance with it, please contact Christy Hawkins at Christine.Hawkins@ky.gov or (502) 782–1040. (Please see PASRR reporting regarding additional reporting information.)
16. **Form 146–Women’s Set Aside Funding:** This form is no longer required as the information is being reported elsewhere. Please contact Katie Stratton at Katie.Stratton@ky.gov or (502) 782–6192 if you have any questions.
17. **Forms 147A and 101 Prevention Enhancement Sites (PES) Forms:** Regions 3 (PES–Marijuana), 5 (PES–Faith Based **and Community Initiatives**), and 15 (PES–Alcohol and PES–**Nicotine**) shall submit a form 101–Project Budget and Financial Report quarterly. Form 147A–PES Year–End Report Form is due annually for regions 3, 5, and 15 and shall be submitted with the Department Periodic Reports at the end of the FY (7/31/2020). For further clarification or assistance, please contact Tiffany Quarles at TiffanyL.Quarles@ky.gov or (502) 782–0870.
18. **Form 155C Pregnant & Parenting Women Substance Use Services Project Budget and Financial Report:** This form is for regions with KY–Moms MATR programs. Requirements include timely submission of case management data and discharges via the UK CDAR website. Form 155C is submitted 30 days following the close of each quarter. For further assistance, please contact Katie Stratton at Katie.Stratton@ky.gov or (502) 782–6192 or Maggie Schroeder at Maggie.Schroeder@ky.gov or (502) 782–6188.

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19. **Form 160 Substance Abuse Treatment Financial Planning and Implementation Report:** This form includes a list of Substance Abuse Treatment Components. Identify the component and report actual expenditures quarterly thereafter. Instructions for filling out this form can be found on the Department Periodic Report website as 160A–SA Treatment Financial Planning and Implementation Report Instructions. For further clarification, please contact Michele Blevins at Michele.Blevins@ky.gov or (502) 782–6150.
20. **Forms 172, 173, 174 DIVERTS Reports:** All regions must submit the following forms quarterly: 172–Assertive Community Treatment Project Report Form, 173–Peer Support Project Report Form & 174–IPS Supported Employment Project Report Form. The actual funding allocation line has been removed from these forms. All expenses related to DIVERTS and Consumer Operated Services Programs must be included on Form 117 that is submitted quarterly.

When reporting outcomes on these forms for each Evidence Based Practice, please note the following guidelines: Individuals served as part of the Second Amended Settlement Agreement (SASA) are defined as the following: Adults with SMI who are transitioning from personal care homes or at risk of being admitted to a personal care home. Individuals served under DIVERTS are defined as the following: Adults with SMI who are transitioning from hospitals/other institutions not PCHs or at risk of being admitted to a hospital/other institution not PCHs.

When reporting outcomes on form 173–Peer Support Project Report Form, please see the following guidelines: Individuals served or working in Consumer Operated Programs (COSP) should only be reported by regions who received Mental Health Block Grant funding from DBHDID to develop consumer run programs as described in the SAMHSA Consumer Operated Services Toolkit. Individuals working as peers on ACT teams should not be listed on form 173–Peer Support but should be listed on form 172–Assertive Community Treatment as part of the ACT team. Peer Support Supervisors should be listed with their name, title (licensure status), location, and should include the schedule (frequency) and type (individual or group or both) of supervision. Objective Statement 1 requests specific names, FTE status and location by program/population for all hired Peer Specialists. (EX: 2.5 FTE at COSP in Mayfield; 2.5 FTE at COSP in Paducah; 2.75 FTE for DIVERTS; 6.0 FTE for outpatient)

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Please contact Kedra Fitzpatrick at KedraL.Fitzpatrick@ky.gov or (502) 782-6186 for assistance and additional clarification for Form 172-ACT. Please contact Tom Beatty at Thomas.Beatty@ky.gov or (502) 782-6148 for assistance with Form 173-Peer Support. Please contact Jane Oliver at Jane.Oliver@ky.gov or (502) 782-6182 for help with Form 174-IPS Supported Employment.

21. **Form 174B-Supported Employment Client Service Listing:** The client level data table has been removed from 174 and is now its own form required by all Centers. The form is a data collection spreadsheet that is intended to identify individuals receiving Supported Employment, service dates and associated job starts per each quarterly reporting period. Please contact Hope Beatty at either HopeB.Beatty@ky.gov or at (502) 782-6147 for assistance on how to complete form 174B.
22. **Form 177-TAYLRD KORE Narrative Report:** This is a DPR quarterly form for regions 1, 5, 6, 10, and 12. If you have questions on how to complete form 177, please contact Michelle Kilgore at either Michelle.Kilgore@ky.gov or at (502) 782-6174.
23. **Form 214-Early Childhood MH Project Budget and Financial Form:** This new DPR quarterly form has the added State Opioid Response (SOR) funds for the Early Childhood Consultants (ECC) within separate columns. If you have any questions on how to complete the form, please contact Brittany Barber at either BrittanyA.Barber@ky.gov or at (502) 782-7999. The ECC monies should also be reported on Form 160 under the Restricted Treatment Section within the SOR-Early Childhood Consultant line as it is supported by federal substance abuse (not mental health) funding. ECC budget and expenditures will also be reported on Form 214 along with the ECMH budget and expenditures. While the funds come through substance use, the program is to be implemented through children's services within the CMHC in collaboration with the ECMH program under the supervision of the children's services director. The program description, deliverables, reporting, and monitoring requirements for ECC can be found in Section 2.00 (Services to Children/Youth and Families) of the CMHC contract.
24. **New Forms:** The following form is new for FY2020 DPR:
Form 204-MH OUD Reintegration (regions 2, 6, 10 and 15)
Form 205-MH SUD Reintegration (region 6)
Form 213-iHOPE Clinical High Risk Grant Project Reporting Form (region 4)
Form 214-Early Childhood MH Project Budget and Financial Form

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25. **Notice of Funding:** Emails with funding letters were sent to CMHCs on March 22, 2019. New for FY2020, FEP funds will be reconciled. Applicable revised funding was included in the final contracts.
26. **Objectives & Instructions:** The Adult, Children, Emergency, and Substance Use Treatment Objectives contain valuable information to assist with reporting throughout the year. PLEASE refer to these documents prior to completing the various reports.
27. **PASRR Reporting:** Centers must submit to DBHDID accurate, complete and timely client, event and human resources data according to the DBHDID Data Implementation Guide. Specific to PASRR, all clients receiving the PASRR services are to be reported in the Client file submitted monthly to BHDID and all PASRR services are to be reported in the Event file submitted monthly to BHDID. Details of the DBHDID Data Implementation Guide are at <http://dbhdid.ky.gov/DBHDIDReports/CMHCDataGuide.aspx>. For additional clarification or assistance, please contact Christy Hawkins at Christine.Hawkins@ky.gov or (502) 782-1040. The monthly reports should not be confused with DPR form 145-PASRR, which reports PASRR expenditures on a quarterly basis.
28. **Rate Information:** Emails with rate information were sent to CMHCs on 3/22/19. Please contact Ricky Spaulding at (502) 782-6137 if you have any additional questions regarding rates.
29. **Revisions:** Any revision/modification to a DPR after an initial DPR submission has been completed, can be resubmitted through the system if submitted on a different day than the last submission. The system attaches the submission date onto the document title and prevents over-write of the previous submission and original submission date. Maria and Jennifer can still manually upload revised submissions to the appropriate folder, if needed, for same day revisions.